

POSITION DESCRIPTION
Budget Analyst
GS-0560-14

I. INTRODUCTION

This position is located in the U.S. Department of Education in the office of the General Manager, Students Channel, Office of Student Financial Assistance. The Students Channel provides best in business services to potential and current borrowers and aid recipients and delivers a range of services that heighten students' and parents' awareness and understanding of options to finance their education.

As a senior budget analyst, the incumbent plans, organizes, and carries out a major, substantive budget for a significant program component, ensuring the effective integration of program and budget planning.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a wide variety of administrative and analytical duties connected with the review, justification and presentation of the budgets for a POC or major component(s) of a POC. Provides advice to top management on the Federal budget process. May develop, recommend, and implement budgetary policies affecting the financing and accomplishment of national programs. Provides long-range analysis of the potential effects of budgetary actions on national economic, social, and political objectives. Provides authoritative interpretations of Congressional legislation and OMB policies and precedents. Reviews, approves, disapproves, and recommends the amount and timing of allotments of funds to agency components and programs. Develops proposed appropriation language in support of new or revised program and budgetary requirements. Tracks progress of POC appropriations through Congress. Justifies budget before OMB staff. Provides liaison between OMB staff and POC budget offices.

III. FACTORS

Factor 1 - Knowledge Required by the Position

FL 1-8 1550 points

Expert knowledge of the Department and the Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation and policies and precedents.

Knowledge of organization's mission, programs, and legislative history to develop budgetary policies, to assist line organization in setting and implementing program goals, to determine how they impact and interact with other programs and budgets of the Department, and other Federal and state agencies.

A high degree of skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions.

Factor 2 - Supervisory Controls

FL 2-5 650 points

The supervisor provides broad administrative and policy direction through discussion of financial and program goals and related Presidential, Congressional, or political considerations which affect agency budgets. The incumbent independently plans, schedules, coordinates, implements, and evaluates the effectiveness of budgetary programs in the assigned organization. Technical and policy judgments concerning agency budgets are accepted by the supervisor without substantive change. Review of the incumbent's decisions and recommendations is primarily for the purpose of evaluating their impact on Department-wide goals, objectives, and priorities.

Factor 3 - Guidelines

FL 3-5 650 points

The incumbent is a recognized technical authority on the development and interpretation of budgetary guidelines, policies, legislation, and regulations covering the budgetary operations of one-or-more substantive national programs. Guidelines are nonspecific and stated in terms of broad policies and goals such as appropriations language, enabling legislation, precedent-setting judicial decisions, and broad based Comptroller General decisions. The incumbent must use initiative, judgment, and originality researching and interpreting national policies and legislation, in developing broad agency budgetary programs and/or regulations and policy, in determining when new or revised legislation is needed, and in researching and preparing recommendations for the content of such legislation.

Factor 4 - Complexity

FL 4-5 325 points

Assignments at this level are varied and complex and require in-depth analysis to determine the means of resolution and the application of a variety of non-related techniques and methods to a broad range of budget tasks. Work involves reviewing, analyzing, consolidating, and revising budget estimates, justification statements, and budget execution plans submitted by organizations. The incumbent advises managers on appropriate budgetary action to be taken to meet agency needs, makes recommendations affecting substantive programs, monitors and reports on the rate of expenditure of funds, and alerts managers of trends in obligation of funds. Decisions made are affected by conflicting and changing influences. The work involves consideration of such issues as: financial and workload relationships; timing of obligations and expenditures in relation to the budget cycle; current and future resource needs; direct or indirect monetary impact of new legislation. The incumbent is responsible for performing associated budget work for programs and/or organizations with substantive programs with varying needs, goals, objectives, work processes, and timetables.

Factor 5 - Scope and Effect

FL 5-5 325 points

The primary purpose of the work is to review, analyze, monitor, and resolve budgetary problems in all program and budgetary aspects of assigned program area to assure compliance with Secretarial priorities, and OMB and Congressional guidelines. Advice, information, and recommendations made by the incumbent concerning the budget are used to form the basis for Secretarial decisions regarding the program content, resource level, and format of the agency budget requests to OMB and Congress.

Factor 6 - Personal Contacts

FL 6-3 60 points

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private sector entities. Contacts normally take place at formal budget briefings, or negotiations.

Factor 7 - Purpose of Contacts

FL 7-3 120 points

Contacts are made to resolve budgetary issues and problems, to prepare budget requests and supporting documentation, and to provide information to officials within and outside the Department. Contacts are to advise officials of the current status of agency programs, and to persuade them to approve recommended funding requests, budgetary actions, and estimates. Actively participates in OMB and Congressional reviews of the budget on behalf of the Department's program and budgetary policies.

Factor 8 - Physical Demands

FL 8-1 5 points

The work is sedentary.

Factor 9 - Work Environment

FL 9-1 5 points

The work is normally performed in an office setting.

TOTAL POINTS – 3690 points

IV. UNIQUE POSITION REQUIREMENTS

This unit is responsible for the Student Channel budget cycle including formulation, analysis, tracking, and reporting of all Student Channel finances including the discretionary budget and all contracts under the auspices of the Student Channel. This unit is responsible for ensuring rigor, discipline, and quality control within the Students Channel budget process, coordinating with SFA CFO as needed.

- Reports to the Director of Administrative Services within the Students Channel
- Plans, organizes, and carries out a major, substantive budget for Student Channel, ensuring the effective integration of program and budget planning
- Oversee the Student Channel budget functions including contracts, budget planning process with Acquisitions & Contracts Performance Office
- Oversee work with CFO on required policies and procedures
- Coordinate budget planning process with Work with Channel COTRs for support
- Knowledge of and significant experience with performance management, budget formulation, budget execution, S&E Budget Tracking, Cost/Benefit Analysis
- Back-up representative for IT IRB and DSG
- Willing to help with Channel COTRs for support